

CHAPTER 8 - UNRESTRICTED CAPITAL IMPROVEMENT PROJECT REQUIREMENTS**1.0 General information**

- 1.1 This section is applicable to architectural and engineering projects whose total project costs exceed the statutory limits of \$500,000 (\$750,000 July 1, 2006) for architectural projects and \$250,000 (\$500,000 July 1, 2006) for engineering projects. (K.S.A. 75-1253 and K.S.A. 75-5804)
- 1.2 Policies and procedures applicable to unrestricted projects can be found in Chapters 2, 5, 6, 7, 12, 13, 14, 16 and 17.

2.0 Meeting Minutes

- 2.1 The project architect/engineer shall be responsible for minutes of each project meeting throughout all phases of a project and shall promptly forward typed copies of the minutes to the project team for review and approval.
- 2.2 The project architect/engineer may delegate the taking of minutes to the contractor during the construction phase of the project with approval of the project team. Such delegation shall not relieve the project architect/engineer from ensuring the minutes provide a complete and accurate account of all meetings.

3.0 Project Team

- 3.1 Members of the project team shall be identified by the agency prior to the project kick-off meeting.
- 3.2 A list of the project team shall be included in the kick-off meeting minutes and all members shall be copied on all project correspondence.
- 3.3 The project team shall be kept informed of the progress of the work and shall be invited to all project meetings. All project team members shall share the responsibility for maintaining effective communications.

4.0 DFM Planning

- 4.1 Each project architect/engineer in fulfilling their contractual obligations to the Secretary of Administration shall coordinate with a DFM planner.
- 4.2 On full-service projects the DFM planner shall be part of the project team and shall coordinate, expedite and facilitate the orderly progress of the project through design, documents, bidding, construction and project close-out.
- 4.3 On limited-service the agency project manager shall coordinate, expedite and facilitate the orderly progress of the project through design, documents, bidding, and construction administration.
- 4.4 On negotiated projects, the agency and DFM will negotiate the role of the DFM planner.
- 4.5 The DFM planner shall be notified of all proposed program changes on all unrestricted projects and shall convene the negotiating committee regarding any change in program or scope of work.

5.0 Review Meetings and Submittal Requirements

- 5.1 Purpose of the review meetings is to enhance the understanding, development and explanation of the project to the project team and eventually the bidders and constructors.

- 5.2 Review meetings shall be held a minimum of two weeks following receipt of the review documents. Circumstances may be such that review time will need to be extended.
 - 5.2.1 On full-service projects for each scheduled review meeting, the project architect/engineer shall submit a maximum of five copies of review documents or the quantity agreed to in the fee negotiations on **bond** not vellum.
 - 5.2.2 On limited service or negotiated service projects, the firm should submit the number of review documents negotiated in their contract.
 - 5.2.3 DFM will be given 2 sets, the state agency one set and the user agency the remaining number of sets.
 - 5.2.4 All costs for review sets (including resubmittals) and any miscellaneous printing such as check prints during the preparation of design and documents shall be the responsibility of the project architect or project engineer.
- 5.3 The project architect/engineer shall make any revisions deemed necessary by the user agency, state agency and DFM and resubmit copies in the manner previously prescribed. This process will continue until satisfaction with the phase is achieved within the negotiated scope of work.

6.0 Compensation for Architectural/Engineering Services

- 6.1 Written approval by the agency of each phase is necessary for payment of fees for that phase. The project architect/engineer shall proceed with the next phase of the project when directed to do so by the agency.
- 6.2 Payments of fees to the project architect's/engineer's will be made according to the following schedule, unless otherwise negotiated and incorporated into the firm's contract.
 - 6.2.1 **Schematic Design** - 15% of the total fee will be payable upon approval of the concept development and schematic design phases. If these two phases are separated, then a fee of 7½% is due upon approval of either the concept development phase or the schematic phase.
 - 6.2.2 **Design Development** - 20% of the total fee will be payable upon approval of the design development portion of the preliminary design phase.
 - 6.2.3 **Construction Documents** – 40% of the total fee will be payable upon approval of the construction documents. If the construction document phase is separated: then 13% % of the total fee will be payable upon approval of the first review (30% completion); 13% of the total fee will be payable upon approval of the second review (60% completion); and 14% of the total fee will be payable upon final acceptance of the construction documents.
 - 6.2.4 **Bidding** – 2 ½% of the total fee will be payable after a successful bid and the Advice of Award.
 - 6.2.5 **Construction** – 17½ % of the total fee will be payable based upon the percentage of completion approved on the construction contractors monthly pay applications.
 - 6.2.6 **Close-Out** – 5% of the total fee will be payable to the project architect upon final completion of the project and approval of the as-built drawings.
- 6.3 When requesting payment, the project architect/engineer should submit an invoice with the information noted in the sample invoice in the Appendix on the DFM website.

- 6.3.1 On full-service projects, the firm should first submit their invoice to the DFM planner.
- 6.3.2 On limited or negotiated projects, the firm should submit their invoice to the agency project manager.
- 6.3.3 Both the project architect's/engineer's final invoice shall be submitted to the DFM planner who will verify receipt and accuracy of the as-builts and confirm that final paperwork has been processed.

END OF CHAPTER 8